



**COUNTY CORONER GENERAL RETENTION SCHEDULE (CCGRS)
INDIANA COMMISSION ON PUBLIC RECORDS
COUNTY RECORDS MANAGEMENT**

Date approved by the Oversight Committee on Public Records August 16, 2006	Name of county adopting retention schedule	Date adopted by the County Commission of Public Records
Director, Indiana Commission on Public Records/State Archivist Signature	Printed name Jim Corridan	
Chairperson of the County Commission of Public Records Signature	Printed name	
Secretary of the County Commission of Public Records Signature	Printed name	

THIS SCHEDULE MAY BE USED ONLY AFTER ADOPTION BY THE COUNTY COMMISSION OF PUBLIC RECORDS.

INSTRUCTIONS:

1. Records listed on this schedule may be destroyed upon **completion** of a Notice of Destruction, State Form 44905 and distribution of copies of the form to the Clerk of the Circuit Court of the County and to the INDIANA COMMISSION ON PUBLIC RECORDS / STATE ARCHIVIST, 402 West Washington Street W472, Indianapolis, IN 46204.

2. All records NOT LISTED on this approved schedule can be destroyed or transferred only by completing a Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505, and by obtaining approval of the COUNTY COMMISSION OF PUBLIC RECORDS and the INDIANA COMMISSION ON PUBLIC RECORDS / STATE ARCHIVIST.

GUIDELINES:

Permanent records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).

Microfilmed records may be DEPOSITED OR TRANSFERRED according to the retention period outlined for that record.

SECURITY/ORIGINAL roll of microfilm to be stored offsite in secure location. Duplicate rolls for office use.

Electronic records and computer printouts that include data from more than one (1) form must be retained for the longest retention period for all included forms.

Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.

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Approved 8-16-06 by the Oversight Committee on Public Records/Indiana Commission on Public Records.

COUNTY CORONER GENERAL RETENTION SCHEDULE (CCGRS) (See page 1 for instructions and guidelines)

RECORD SERIES NUMBER TITLE/DESCRIPTION	RETENTION PERIOD
CCGRS 1. CORONER'S VERDICT AND WRITTEN REPORT IC 36-2-14-10(a)	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CCGRS 2. MEDIA RELEASE	DESTROY after one (1) calendar year.
CCGRS 3. CORONER'S REPORT (Identification of deceased, time and date of death, officers and officials present.) IC 36-2-14-18(a)	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CCGRS 4. CORONER'S AUTOPSY REPORT (Written document of complete autopsy and finding of Pathologist. Produced by Pathologist.) Includes autopsy photos. Full autopsy report non-disclosable at discretion of agency, if applicable (when Coroner has investigated a crime). Autopsy: 1. Photos; 2. Video recordings; and 3. Audio are CONFIDENTIAL under IC 5-14-3-4(a)(11); IC 36-2-14-10(b). Any health records obtained under IC 36-2-14-21 are CONFIDENTIAL. IC 36-2-14-21(d)	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CCGRS 5. SCENE PHOTOS Non-disclosable at discretion of agency, if applicable (when Coroner has investigated a crime) under IC 5-14-3-4(b)(1)	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CCGRS 6. TOXICOLOGY REPORT Non-disclosable at discretion of agency, if applicable (when Coroner has investigated a crime) under IC 5-14-3-4(b)(1)	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CCGRS 7. EVIDENCE (DNA Stain Card, Suicide Notes) GENERATED BY CORONER'S OFFICE Non-disclosable at discretion of agency, if applicable (when Coroner has investigated a crime) under IC 5-14-3-4(b)(1)	DESTROY after 100 Years.
CCGRS 8. INVESTIGATIVE REPORT (Investigation Notes) Non-disclosable at discretion of agency under IC 5-14-3-4(b)(1)	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CCGRS 9. CORONER'S RELEASE FOR CREMATION	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CCGRS 10. CHAIN OF CUSTODY AND PROPERTY RELEASE FORM Non-disclosable at discretion of agency under IC 5-14-3-4(b)(1) if applicable (when Coroner has investigated a crime)	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CCGRS 11. CLOTHING AND PERSONAL PROPERTY FORM	DESTROY after ten (10) years.

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